



FEMA Youth Preparedness Council Application Instructions

You may use these instructions as a checklist for completing your Youth Preparedness Council application package. Please note that the bracketed sections of the file naming conventions should be replaced with your information. **The deadline for application submission is March 2, 2015, 11:59 p.m. EST. Applications received after this deadline will not be considered. Applications that do not conform to the requirements identified below will not be considered.**

Application

- ☐ The application form must be submitted with the following file naming convention:
"[Applicant's First Name]_[Applicant's Last Name]_ApplicationForm".
- ☐ All fields within the application must be completed.
- ☐ All narrative response questions/topics must be addressed. Please adhere to the character limit (including spaces) provided for each response. Once you have reached the limit, the application will not accept any more characters. You may need to rework your response to fit within the designated character allotment.

Letters of Recommendation

You must include **two (2)** letters of recommendation. Examples of adults who might write letters of recommendation include group leaders, parents, guardians, community first responders, or teachers.

- ☐ One (1) letter of recommendation must be from an adult who can speak to your experience with preparedness and/or disasters.
- ☐ The second letter of recommendation can be from any adult, age 18 or older.
- ☐ Letters of recommendation must be submitted in PDF format and must use the file naming conventions
"[Applicant's First Name]_[Applicant's Last Name]_Recommendation1" and
"[Applicant's First Name]_[Applicant's Last Name]_Recommendation2".

Supplemental Materials (optional)

Supplemental materials are welcome but **not** required. Possible supplemental materials include newspaper articles about a preparedness or disaster response activity in which you participated, preparedness materials that you developed, or video of a preparedness activity in which you participated.

- ☐ Each attachment of supplemental materials must use the following file naming convention:
"[Applicant's First Name]_[Applicant's Last Name]_Supplement1",
"[Applicant's First Name]_[Applicant's Last Name]_Supplement2", etc.

Submitting Your Application

Please double-check that your application form is complete.

- ☐ All application materials must be submitted in **one (1)** email.
- ☐ The application package must be sent to FEMA-Youth-Preparedness-Council@fema.dhs.gov with the subject line
"[Applicant's First Name] [Applicant's Last Name] YPC Application".
- ☐ Only one (1) application package may be submitted per applicant.
- ☐ Each applicant must submit the application on his or her own behalf.

Submission Confirmation

A confirmation of receipt will be emailed to each applicant when FEMA receives his or her submission. If you do not receive a confirmation email within five (5) business days, please re-send your application. Please let FEMA know if you encounter any problems with submitting your application, by emailing FEMA-Youth-Preparedness-Council@fema.dhs.gov.

Please refer to the Frequently Asked Questions (FAQ) document for more information and responses to common questions. If you have questions that are not answered in the FAQ, please email your question(s) to FEMA-Youth-Preparedness-Council@fema.dhs.gov.
